

CAPITOL PUBLIC EVENT/EXHIBIT SCHEDULING FORM

PLEASE PROVIDE THE FOLLOWING INFORMATION

Name of Event: _____ Expected Number in Attendance: _____

Brief Description of Event and/or Exhibit: _____

Name of Sponsoring Organization: _____

Contact Person: _____

Street Address: _____ E-Mail Address: _____

City, State and Zip: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Name of Back-Up Person: _____

Street Address: _____ E-Mail Address: _____

City, State and Zip: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Dates are based on availability only.

Event Date:	_____ Month	_____ Day	_____ Year	_____ Start Time	_____ End Time
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Exhibit: (Beginning Date)	_____ Month	_____ Day	_____ Year	_____ Start Time
Exhibit: (Ending Date)	_____ Month	_____ Day	_____ Year	_____ End Time

AREA(S) REQUESTED

What area(s) are you requesting for your **Event**?

- _____ Front East Steps and Walks
- _____ East Lawn, NORTH side and/or SOUTH side
(please circle)
- _____ Ground Floor Rotunda
- _____ First Floor Rotunda
- _____ First Floor Corridors, NORTH, SOUTH, EAST, WEST (please circle)
- _____ Other _____

What area(s) are you requesting for your **Exhibit**?

(Exhibits are only allowed in Room 53 and on Capitol Square)

- _____ East Lawn
- _____ Room 53

AUDIO

Are you planning to use the Public Address System? _____ Yes _____ No

If **yes**, what time will you be using the Public Address System? From _____ to _____

Will you need the boom box (to play CDs or cassettes) hooked up to the Public Address System? _____ Yes _____ No

Will you need a mult box _____ Yes _____ No

EXHIBITS

Is a clear layout scale drawing or sketch of the proposed exhibit attached? _____Yes _____No

Are the dimensions of the space required indicated on the drawing or sketch, as well as the manner in which the exhibit will be mounted or displayed? _____Yes _____No

FOOD AND BEVERAGES

Will food or beverages be served? (See page 8, Section G 1-4.)

Is the food being provided by a licensed caterer? _____Yes _____No Setup time? _____ (a.m. or p.m.)

If **yes**, please list name and phone number of caterer.

Caterer Name _____ Telephone Number (____) _____

Caterers are responsible for bringing all linens and skirting.

Will your caterer need a prep area? _____Yes _____No (There is no water access on the first floor.)

Is a copy of the food license enclosed? _____Yes _____No

If **no**, when do you plan to submit a copy of the license to the Events Coordinator? _____

Is your food being served by invitation only? _____Yes _____No

CANDLES

Are you planning on using candles during your event? _____Yes _____No (See page 32.)

If **yes**, please be aware that if wax is dropped on sidewalks and steps, you will be charged for the removal.

CANCELLATION

If your event is outside, will you cancel in case of rain or inclement weather? _____Yes _____No

TENTS AND EQUIPMENT

Do you desire to erect any tents, canopies, or shelters? _____Yes _____No

Tent piers have been embedded in the lawn to accommodate the following tent sizes:

South side of lawn: 40 x 40 foot tent and 40 x 60 foot tent

North side of lawn: 30 x 30 foot tent and 30 x 60 foot tent

Remember: All canopies and shelters must be **freestanding**.

If renting a tent, it is recommended to also rent your table and chairs from the tent rental company.

If **yes**, please list number, type, size, and description _____

Please list name and telephone number of the company supplying the tent.

Company Name _____ Telephone Number (____) _____

Do you desire to erect any equipment or props? _____Yes _____No

If **yes**, please list and give description _____

WATER

Will you need a hose and water (nonpotable) for your outside event? _____Yes _____No

BANNER

Are you planning to display a banner across the front steps? _____Yes _____No

The maximum length is 24 feet. The maximum width is 2 feet.

If your banner is larger, you **must** rent banner poles or hold it.

VEHICLE PARKING

Are you planning on parking a large vehicle or a display in front of the chains at Michigan and Capitol Avenues?

_____Yes _____No Chains do not need to be dropped for deliveries and pickups.

If **yes**, what time will the vehicle be arriving? _____

Please explain what you will be parking or displaying including size _____

RATE SHEET

Will equipment or services be needed from Capitol Facilities? ____ Yes ____ No

If **yes**, which of the following equipment is needed:

EQUIPMENT	NO. AVAILABLE	CHARGE PER ITEM	NO. NEEDED	FOR OFFICE USE ONLY
Banner Poles, 11 feet x 8 feet	3 sets	20.00 per set		
Pipe and Drape (<i>for caterers' use</i>)	3 sets	20.00 per set		
Chair (<i>folding</i>)	150	1.00		
Chain dropped for vehicle display parking		25.00		
Coat Rack (<i>includes hangers</i>)	5	15.00		
Easel	15	<i>max. \$20 a wk.</i> 4.00		
Electricity (<i>120-volt plugs</i>)		10.00		
Flag	1 National 1 State	2.50 per flag	____ National ____ State	
Podium	1	30.00		
Platform Under Podium	1	25.00		
Public Address System (<i>electric included</i>)	1	40.00		
Microphones on Stands	3	10.00 each		
Table (<i>folding</i>)	3 - 6' x 18"	<i>max. \$30 a wk.</i> 7.00	____ - 6' x 18"	
	30 - 6' x 30"		____ - 6' x 30"	
	7 - 60" round		____ - 60" round	
	12 - Cocktail	10.00	____ - 30" round	
*Tablecloth (<i>Royal Blue</i>) 54" x 96"	10	3.25		
*Table Skirt (<i>Royal Blue</i>)	10	12.00		
*Fitted Tablecloth w/skirt (<i>for 30" x 72" table</i>)	12	12.00		
Tabletop Lectern	1	12.00		
Tent Setup Charge (<i>Inserting and removing eyelets in tent piers</i>)	(<i>See Page 26</i>)	25.00		
Hose and Water (nonpotable)	1 each	10.00		
Trash Can (<i>If the event needs additional trash pickup—the event will be billed an extra \$25.00.</i>)	10	2.00		
EQUIPMENT TOTAL				
WEEKDAY RATE (<i>Unless Specified by the Executive Director of the Capitol Committee</i>)				
		\$28.00 Per Hour - LABOR		
WEEKEND RATE (<i>Calculated by Number of People Attending Your Event</i>)				
		\$37.00 Per Hour - LABOR		
HOLIDAY RATE (<i>Rate Determined by Executive Director of the Michigan Capitol Committee, Calculated by Number of People Attending Your Event</i>)				
If you are a State agency, will you be inter-accounting your bill? ____ Yes ____ No				
If yes, which Department/Agency should be billed?				
<i>Payment in Full Must Be Received Before the Date of Your Rally or Event.</i>				TOTAL
* <i>Indoor use only</i>				

The above rate will be charged per person for labor to erect, operate, and remove the public address system provided by the State. **In addition**, there will be a one-half hour labor charge prior to the event and a one-half hour labor charge after the event for setting up and taking down the public address system equipment.

Notes on the Public Address System

In the event of inclement weather (re: rain, snow, hail, mist, etc.), for safety reasons and to prevent damage to the equipment, the public address system will not be provided or will be removed if such weather occurs during the event. If the equipment can be sheltered under the portico (top of east steps), it will be moved to that location so the program can continue.

The system has the capability of more than one microphone and plays cassettes and CDs. No equipment (i.e. band, additional mikes, etc.) can be hooked into the State Public Address System.

I acknowledge that as sponsor of this event or exhibit:

I have read, understood, and will abide by the procedures governing the use of the public areas of the Capitol.

The sponsor is responsible for damages incurred as a result of the event or exhibit.

The sponsor will either restore or pay to have restored the area used for the event or exhibit.

The sponsor will indemnify and hold harmless the State of Michigan for damage or loss to the State arising out of the sponsor using the Capitol or the Capitol grounds.

Signature of Sponsor _____ Date _____
(A signature is required before an event will be scheduled)

Name (Printed or Typed) _____

Address and Phone Number
(if different from Contact Person) _____

Capitol Public Events
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To review Capitol Event and Exhibit Planner online:

www.council.legislature.mi.gov

- Legislative Council Facilities (home page)
- Planning a Capitol Event
- Capitol Event/Exhibit Planner